



REQUEST FOR PROPOSALS (RFP)

DECEMBER 5, 2005.

SECTION I. GENERAL

A. INTRODUCTION AND PURPOSE

The mission of the City of Houston Housing and Community Development (HCDD) is to provide leadership in the preservation, revitalization and improvement of Houston's low and moderate-income neighborhoods by expanding the supply of safe, quality and affordable housing. To maximize these results, HCDD leverages financial and other resources with those from the public, private and non-profit sectors for the benefit of the citizens of Houston.

The City's efforts to provide affordable housing to low and moderate income homebuyers and homeowners have been impeded recently by an inability to use HOME Investment Partnerships Program funds, while those funds have been reinstated by the U.S. Department of Housing and Urban Development (HUD). The Emergency Home Repair Program (EHRP) funded by the Community Development Block Grant (CDBG) has been suspended to address findings and make major revisions.

In an effort to address these issues, The City of Houston, Housing and Community Development Department (HCDD), is therefore requesting proposals for construction inspection and evaluation services to determine if HOME-assisted rental housing projects and CDBG assisted Emergency Repair Program homes meet all applicable property standards and local building codes, including lead-based paint requirements for Federally-assisted housing. The request for proposal is open for inspection firms and individual inspectors.

B. ISSUING OFFICE

This RFP is issued by:

City of Houston
Housing and Community Development Department
601 Sawyer, Fourth Floor
Houston, Texas 77007
713-868-8300

RFP's shall be made available to the public at the Housing and Community Development Department's office located at 601 Sawyer, 4th Floor beginning on Monday, December 5, 2005, at 1:00 p.m. The proposal will also be available on the City of Houston Housing and Community Development Departments web site.

C. TECHNICAL ASSISTANCE

Technical assistance **will not** be provided in developing a proposal in response to this RFP.

D. PROPOSERS MEETING

The City will hold a proposers meeting on December 13, 2005 at 2:00 p.m. C.S.T. in the HCDD conference room, 601 Sawyer, 7th Floor, to answer questions about any part of this RFP. This pre-screening must take place before the formal submission of the proposal.

Jeff Gross Jr., Chief Inspector is the point of contact between the proposer and the City. You may contact Mr. Gross at 713-868-8300 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

E. RESPONSE DEADLINE

All proposals must be received by December 22, 2005, 5:00 p.m. C.S.T. and delivered to the address below:

**City Secretary's Office
City Hall Annex, Public Level
900 Bagby
Houston, Texas 77002**

Proposals will **only** be accepted at the City Secretary's office. There will be no exceptions.

F.SCHEDULE OF EVENTS

The following indicates tentative dates of importance regarding this RFP:

<u>Event</u>	<u>Date</u>
Release of RFP	12/05/05
Proposers Meeting	12/13/05
Deadline for Receipt of Proposals	12/22/05
Estimated Date for Final Selection of Proposals	1/06/06
Proposed Projects Presented to City Council	1/25/06
Estimated Start Date	2/17/06

SECTION II. SCOPE OF SERVICES

The U.S. Department of Housing and Urban Development has required the City of Houston Housing and Community Development Department to inspect approximately 4,000 homes to address deficiencies in the City's Community Development Block Grant (CDBG) and Home Investment Partnerships Grant (HOME) programs.

A. INSPECTION / EVALUATION SERVICES

Selected Inspectors or Inspection Firms shall provide the City of Houston Housing and Community Development Department (HCDD) with neutral third-party multifamily inspection and evaluation services as follows:

CDBG REINSPECTION

The U. S. Department of Housing and Urban Development (HUD) required that this inspection process commence by September 1, 2004, as a term of reinstatement of the Community Development Block Grant (CDBG) funded Home Repair Program. Primarily the inspection firm will inspect and evaluate work items specified in the Emergency Home Repair Program (EHRP) Repair Agency work specifications for each applicant receiving assistance.

The inspector will determine if the work was performed satisfactorily, not performed, partially performed, is of poor workmanship and identify inaccurate quantities and excessive cost. A brief explanation will be given about the deficiencies identified by the inspector. The inspector will prepare a Work Write Up to correct the deficiencies identified in the report.

HCDD will provide the inspector with copies of the Work Specifications; Change Orders and other construction related documents as may be required to properly assess the projects. Evaluation must be performed in accordance with the requirements of HCDD Minimum Property Rehabilitation Standards and Local Building Codes. To ensure consistency, HCDD will provide inspectors with a prescribed format, which will also include pictures to document the deficiencies identified on each property.

This is a limited inspection covering only the contract work items shown in the Work Specifications and Change Orders. Materials and equipment must be installed in accordance with manufacturer's recommendations and/or building code requirements as well as good workmanship practices. The inspector shall certify all items listed in the inspection report(s).

Inspection firms shall provide the City of Houston Housing and Community Development Department (HCDD) with neutral third-party residential inspection and evaluation services.

Evaluation and Inspection services shall include:

- 1) Review of the Original Scope of Work (Construction Documents) to include Change Order(s), Cost Estimates, etc.
- 2) Schedule appointments with homeowners.
- 3) Visit each site to determine if all specified work items have been satisfactorily completed.

- 4) Input the data in the original scope of work provided by HCDD into the prescribed format for the inspection.
- 5) Verify changes to the Original Scope of Work are properly documented with properly executed Change Orders, to include verification that there were not any duplicate items or conflicts in the Change Order(s).
- 6) Verify workmanship to be acceptable (A) or Unacceptable (U). If unacceptable (deficiency) identify the work that is unacceptable and give an explanation why the work is unacceptable
- 7) Provide a picture(s) (digital or 35 mm) for each deficiency (exterior and interior) noted in the inspection report and label the deficiency with a general statement identifying the problem.
- 8) Verify quantities associated with the work items are accurate; if not accurate provide the original quantity per the Scope of Work, the proper quantity required and the measurement taken to support the proper quantities. If required, indicate the amount to be repaid based on the difference in quantity.
- 9) Measure the entire house and provide a dimensioned floor plan and exterior elevations.
- 10) Identify any additional work required, that was not apart of the original Scope of Work.
- 11) Prepare a Work Write Up to correct the deficiencies identified in the inspection report.

Inspection Reports.

- 1) Inspection reports will include but not be limited to reviewing the homeowner contract, which identifies the work items specified in the Work Specifications to include Change Order(s).
- 2) Inspectors shall include in their report pictures (digital or 35 mm) of each item identified as a deficiency to document the condition of the property. Each image shall have a general statement identifying the problem.
- 3) Pictures shall include color images. Each image shall be dated and identify the subject address, work specification item number, location, and inspector's name.
- 4) Reports must be signed and certified correct by responsible inspector and dated.
- 5) Inspectors will submit a signed original inspection report within 20 working days of the assignment.

Scheduling.

- 1) The inspectors will schedule inspection appointments and HCDD will be advised of the schedules prior to the inspection date.
- 2) Any scheduling problems encountered by the inspectors will be referred to HCDD for resolution.

HCDD Responsibility.

- 1) HCDD will provide selected Inspectors with a prescribed format; copies of work specifications; change orders, and other construction related documents for each assigned property.
- 2) The inspectors will receive a copy of HCDD Minimum Property and Rehabilitation Standards to utilize in evaluating each property.
- 3) HCDD will process payments when the inspection reports are signed and dated by the inspector, reviewed and approved by HCDD for the content identified under inspection report.

CDBG TIER 2&3

Primarily the inspection firm will inspect and evaluate the condition of homes in need of repair under the Single Family Home Repair Program to determine if the property meets Housing Quality Standards (HQS) or Minimum Property Rehabilitation Standards and Local Building Code.

The inspector or inspection firm shall provide the City of Houston, Housing and Community Development Department (HCDD) with neutral third-party residential evaluation services.

Evaluation and Inspection services shall include:

- 1.) Schedule appointments with homeowners.
- 2.) Provide appointment scheduled to HCDD.
- 3.) Visit each property, evaluate the condition and provide the corrective work required to bring the property in compliance with Housing Quality Standards (HQS) or Minimum Property Rehabilitation Standards (MPS) and Local Building Code.
- 4.) Measure each property and provide the quantity of materials required to correct the deficiencies identified. Measure the entire house and provide a dimensioned floor plan and exterior elevations.
- 5.) Provide a picture(s) (digital or 35 mm) for each deficiency (exterior and interior) noted in the inspection report and label the deficiency with a general statement identifying the problem.
- 6.) Provide an estimate of how much it will cost to repair each property.
- 7.) Prepare a Work Write Up to correct the deficiencies identified in the report.

Inspection Reports.

- 1) Inspection report will include but not be limited to identifying items found to not be in compliance with Housing Quality Standards or Minimum Property Rehabilitation Standards and Local Building Code. Provide a summary of deficiencies by room(s) and systems and provide the quantities of materials required to correct the deficiencies and bring the property into compliance with Housing Quality Standards (HQS) and Minimum Property Rehabilitation Standards and Building Code.
- 2) Inspectors shall include in their report, pictures (digital or 35 mm) of each item identified as a deficiency to document the condition of the property. Each image shall have a general statement identifying the problem. Pictures shall include color images and be dated and identify the subject address, work specification item # location inspector's name
- 3) Inspectors will submit a signed original inspection report within 20 working days of the assignment.
- 4) Reports must be signed and certified correct by responsible inspector and dated.

Scheduling.

- 1) The inspectors will schedule inspection appointments and HCDD will be advised of the schedules prior to the inspection date.
- 2) Any scheduling problems encountered by the inspectors will be referred to HCDD for resolution.

HCDD Responsibility.

- 1.) HCDD will provide selected Inspectors with a prescribed format to properly document the property assessments
- 2.) The inspectors will receive a copy of HCDD Minimum Property and Rehabilitation Standards to utilize in evaluating each property.
- 3.) HCDD will process payments when the inspection reports are signed and dated by the inspector, reviewed and approved by HCDD for the content identified under Inspection Report.

HOME

The U. S. Department of Housing and Urban Development (HUD) required that this inspection process commence by January 2005, as a term of reinstatement of the Home Partnership Reinvestment Act (HOME) funded Homebuyer's Assistance Program. Primarily the inspection firm will inspect and evaluate the condition of homes purchased in the Homebuyer's Assistance Program to determine if the property meets Housing Quality Standards (HQS) or Minimum Property Rehabilitation Standards and Local Building Code.

The inspector or inspection firm shall provide the City of Houston, Housing and Community Development Department (HCDD) with neutral third-party residential evaluation services.

Evaluation and Inspection services shall include:

- 1.) Schedule appointments with homeowners.
- 2.) Provide appointment scheduled to HCDD.
- 3.) Visit each property, evaluate the condition and provide the corrective work required to bring the property in compliance with Housing Quality Standards (HQS) or Minimum Property Rehabilitation Standards (MPS) and Local Building Code.
- 4.) Measure each property and provide the quantity of materials required to correct the deficiencies identified. Measure the entire house and provide a dimensioned floor plan and exterior elevations.
- 5.) Provide a picture(s) (digital or 35 mm) for each deficiency (exterior and interior) noted in the inspection report and label the deficiency with a general statement identifying the problem.
- 6.) Provide an estimate of how much it will cost to repair each property.
- 7.) Prepare a Work Write Up to correct the deficiencies identified in the report.

Inspection Reports.

- 1.) Inspection report will include but not be limited to identifying items found to not be in compliance with Housing Quality Standards or Minimum Property Rehabilitation Standards and Local Building Code. Provide a summary of deficiencies by room(s) and systems and provide the quantities of materials required to correct the deficiencies and bring the property into compliance with Housing Quality Standards (HQS) and Minimum Property Rehabilitation Standards and Building Code.
- 2.) Inspectors shall include in their report, pictures (digital or 35 mm) of each item identified as a deficiency to document the condition of the property. Each image shall have a general statement identifying the problem. Pictures shall include color images and be dated and identify the subject address, work specification item # location inspector's name

- 3.) Inspectors will submit a signed original inspection report within 20 working days of the assignment.
- 4.) Reports must be signed and certified correct by responsible inspector and dated.

Scheduling.

- 1.) The inspectors will schedule inspection appointments and HCDD will be advised of the schedules prior to the inspection date.
- 2.) Any scheduling problems encountered by the inspectors will be referred to HCDD for resolution.

HCDD Responsibility.

- 1.) HCDD will provide selected Inspectors with a prescribed format to properly document the property assessments
- 2.) The inspectors will receive a copy of HCDD Minimum Property and Rehabilitation Standards to utilize in evaluating each property.
- 3.) HCDD will process payments when the inspection reports are signed and dated by the inspector, reviewed and approved by HCDD for the content identified under Inspection Report.

SECTION III. PROPOSAL FORMAT

A. Letter of Submittal

State the RFP's subject, the name of the proposer's organization, office address, telephone and fax number, name(s) of contact person(s), the date and briefly state the scope of work.

B. Agency Profile

Instructions: This form must be included with all documents noted on the enclosed checklist. Proposals without completed forms will be disqualified.

NAME OF FIRM: _____

STREET ADDRESS: _____

CITY/ STATE/ZIP: _____

AUTHORIZED SIGNATURE _____

DATE: _____

Name and Social Security number of each person with percentage of ownership in the business entity must be entered below. A credit check will be obtained on each person.

NAME: _____ SSN: _____

NAME: _____ SSN: _____

NAME: _____ SSN: _____

NAME: _____ SSN: _____

UNIT COST: (Provide the unit inspection report cost with explanation if necessary.)

CDBG REINSPECTIONS: _____

CDBG TIER 2 & 3: _____

HOME: _____

SECTION IV. PROPOSAL RESPONSE GUIDELINES

A. SUBMISSION PROCEDURES

- 1.) RFP responses must be typed signed in ink, clear, legible and complete to be considered.
- 2.) Responses must include six (6) sealed and bound copies.
- 3.) The City is not obligated to consider or evaluate incomplete responses.
- 4.) All materials furnished by a proposal shall become the property of the City and shall be considered public information, except for material that is excluded under the Texas Open Records Act.
- 5.) The respondent shall not offer any gratuities, favors or anything of monetary value to any official or employee of the City of Houston for the purpose of influencing consideration of a response to this RFP.
- 6.) Respondent(s) shall not collude in any manner or engage in any practices with any other respondent(s) that may restrict or eliminate competition or otherwise restrain trade. This prohibition is not intended to preclude subcontractors and joint ventures. The City encourages subcontractors and joint ventures for the purposes of Minority/Women Disadvantaged Business Enterprise (M/W/DBE) program participation.
- 7.) Respondents are required to list officer(s) authorized to execute agreements on behalf of the organization. If the selected respondent is a corporation, the respondent will be required to furnish evidence that the firm is authorized to do business in the State of Texas.

B. GOVERNING PROVISIONS AND LIMITATIONS

- 1.) The City has sole discretion and reserves the right to cancel this RFP. The City reserves the right to waive any formalities in canceling this RFP. The City reserves the right to request clarification of any response to this RFP.
- 2.) This RFP does not commit the City to award a funding contract, to pay any costs incurred in the preparation of a proposal for this Application or to procure or contract for services or supplies. In addition, this proposal does not obligate nor guarantee the City will award a number of inspections to any firm.
- 3.) The City reserves the right to accept or reject any or all proposals received as a result of this process, or to negotiate with all qualified sources, or cancel in part, or in its entirety, if it is in the best interest of the City to do so.
- 4.) The City reserves the right to negotiate to the extent that additional funding is available, any contract awarded as a result of this RFP.
- 5.) A Contract may be recommended for award to a respondent whose proposal is judged to be the

most advantageous to the City. Award of a contract shall be subject to approval by the Mayor and City Council.

- 6.) If applicable, the City may accept, within the time specified herein, any response, or part thereof, whether or not there are negotiations subsequent to its receipt, unless the response is withdrawn by written notice received by the City prior to award. If negotiations are conducted, such shall not constitute a rejection or counteroffer on the part of the City.
- 7.) Contractor shall indemnify, defend and hold harmless the City, it's officers and employees from any liabilities, claims, demands, or causes of action of whatever kind or nature asserted by a third party and arising out of, or in connection with wrongful acts of Contractor, it's agent or employees while performing services identified in this RFP.
- 8.) Firms and/or individuals selected for this service will not be allowed to participate in the competition for corrective work on these residences.

SECTION V. APPLICABLE FEDERAL REGULATIONS

A. NONDISCRIMINATION AND EQUAL OPPORTUNITY

An organization selected to receive CDBG funds must comply with the following:

1. The requirements of Title VIII of the Civil Rights Act of 1968 and Title VI of the Civil Rights Act of 1964 relating to the prohibitions against discrimination in housing and the denial of benefits of federally funded programs because of race, color, religion, sex, or national origin;
2. The prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 and the prohibitions against discrimination against handicapped individuals under Section 504 of the Rehabilitation Act of 1973;
3. The requirements of executive Order 11246 relating to equal employment opportunity in connection with federally funded programs;
4. The requirements of Section 3 of the Housing and Urban Development Act of 1968 relating to the training and employment of individuals and the contracting of businesses from the metropolitan area in which the federally funded program is located;
5. The requirements of Executive Orders 11625, 12432, and 12138 relating to the use of minority and women's business enterprises in connection with federally funded programs;
6. The requirements of Community Development Block Grant regulations at 24 Code of Federal Regulations Part 570 as specified in the sample funding contract; and
7. The requirements of Home Investment Partnerships Grant regulations ...

B. APPLICABILITY OF OMB CIRCULARS

A subrecipient of CDBG and HOME funds must comply with the policies, guidelines, and requirements of 24 CFR 84.

The Contractor's attention is called to the existence of statutes and regulations relative to safety of workmen, hours of work, workmen's compensation insurance, prevailing rates of pay, preference for labor, anti-discrimination against labor, other particular statutes and regulations, and specifically federal regulations at Title 24, Code of Federal Regulations, Section 85.36 (i) affecting the proposed work together with regulations, rules and ordinances of the municipality in which the work is to be done. The Contractor agrees to comply with all such statutes, ordinances, rules or regulations, and to indemnify the City for fines, penalties and corrective measures that result from his acts of commission or omission or the acts of his subcontractors, agents, employees and assigns, and their failure to so comply.

Contractor understands and agrees that in connection with a purchase order or contract for inspection services, it will adhere to the federal requirements specified hereunder as follows:

a. Contractor shall comply with the Copeland "Anti-Kick Back" Act (18 U.S.C. 874) as supplemented in the Department of Labor regulations (29 CFR, Part 3). This Act provides that each contractor or subcontractor shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. Reported or suspected violations shall be reported to the Federal sponsoring agency.

b. Contractor agrees to allow access by the City, the United States Department of Housing and Urban Development, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the Contractor which are directly pertinent to that specific contract or purchase order for the purpose of making audit, examination, excerpts, and transcriptions.

c. Contractor agrees to comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C.1857(h), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15), as applicable.

d. Contractor agrees to retain all required records for three years after grantee or subgrantees make final payments and all other pending matters are closed.

e. Contractor agrees to comply with applicable mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub.L.94-163).

C. CONFLICTS OF INTEREST

In the procurement of supplies, equipment, construction and services by recipients and by subrecipients, the conflict of interest provisions in 24CFR 85.36 and 84.42 respectively shall apply.

No person who is an employee, agent, consultant, officer, or elected or appointed official of the City, State or recipient or non-profit recipient or if any designated public agency that receives CDBG or HOME grant amounts and who exercises or has exercised any functions or responsibilities with respect to assisted activities or who is in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds there under, either for him or herself or those with whom he or she has family or business ties, during his or her tenure of for one year after.

SECTION VI. EVALUATION AND SELECTION CRITERIA

A. PROPOSAL REVIEW PROCEDURE

1. Each proposal shall be reviewed initially reviewed by HCDD Project Review Committee for completeness and the minimum qualifications as stated above. Complete proposals meeting the minimum qualifying criteria, will be reviewed by a committee composed of representatives from HCDD and its designees. Proposals must be complete and self-explanatory and not require oral explanations.
2. The evaluation of proposals will be based on the thoroughness of information furnished by the proposer. Proposals will not be considered unless they comply with Section III – “Proposal Format”.

B. PROPOSAL SELECTION CRITERIA AND POINTS

Inspection Firm’s cost to perform the inspection.	30%
Inspection Firm’s years of experience in the residential construction industry. (Number of years in Business)	25%
Inspector’s or Inspection Firm’s qualifications and experience on projects with similar scope and/or complexity and value. (Number of qualified inspectors and office support members that can be assigned to project(s).	25%
Inspector’s list of references from prior residential home inspection services performed by individual inspector and inspection firms. (Number of references provided)	10%
Certifications (documentation that the inspector (s) have additional training and certifications)	10%

Attachment A
**QUALIFICATION STATEMENT
AND CERTIFICATION**

Instructions: This form must be included with the other proposal documents at the time the proposal is submitted. Proposals without completed forms will be disqualified.

DATE: _____	YEARS IN BUSINESS: _____
FIRM NAME: _____	PARTNERSHIP? _____
ADDRESS: _____	PARTNERSHIP FED ID NUMBER _____
CITY: _____	CORPORATION? _____
ZIP CODE: _____	FEDERAL ID NUMBER _____
TELE: _____	SOLE PROPRIETORSHIP? _____
	NUMBER OF EMPLOYEES: _____

NAMES OF PRINICPALS:

TITLES:

ATTACH A NARRATIVE DESCRIBING THE REQUIRED YEARS OF EXPERIENCE FOR EACH INSPECTOR:

Attachment B

REFERENCES for _____

Instructions: This form must be completed for each proposed inspector. The form must be included with the other proposal documents at the time the proposal is submitted. Proposals without completed forms will be disqualified.

Contact name: _____
Company name: _____
Address: _____
Phone: _____
Description of Services Performed: _____

Contact name: _____
Company name: _____
Address: _____
Phone: _____
Description of Services Performed: _____

Contact name: _____
Company name: _____
Address: _____
Phone: _____
Description of Services Performed: _____

ATTACHMENT C

STATE OF _____ §
COUNTY OF _____ §

AFFIDAVIT OF OWNERSHIP OR CONTROL

BEFORE ME, the undersigned authority, on this day personally appeared _____ [FULL NAME] (hereafter "Affiant"),
_____ [STATE TITLE/CAPACITY WITH CONTRACTING ENTITY]
of _____ [CONTRACTING
ENTITY'S CORPORATE/LEGAL NAME] ("Contracting Entity"), who being by me duly sworn on oath stated
as follows:

1. Affiant is authorized to give this affidavit and has personal knowledge of the facts and matters herein stated.

2. Contracting Entity seeks to do business with the City in connection with
_____ [DESCRIBE PROJECT OR MATTER] which is expected to be in an amount that exceeds \$25,000.

3. The following information is submitted in connection with the proposal, submission or bid of Contracting Entity in connection with the above described project or matter.

4. Contracting Entity is organized as a business entity as noted below (check box as applicable).

FOR PROFIT ENTITY:

- ☐ SOLE PROPRIETORSHIP
- ☐ CORPORATION
- ☐ PARTNERSHIP
- ☐ LIMITED PARTNERSHIP
- ☐ JOINT VENTURE
- ☐ LIMITED LIABILITY COMPANY
- ☐ OTHER (Specify type in space below)

NON-PROFIT ENTITY:

- ☐ NON-PROFIT CORPORATION
- ☐ UNINCORPORATED ASSOCIATION

5. The information shown below is true and correct for the Contracting Entity and all owners of 5% or more of the Contracting Entity and, where the Contracting Entity is a non-profit entity, the required information has been shown for each officer. **[NOTE: IN ALL CASES, USE FULL NAMES, LOCAL BUSINESS AND RESIDENCE ADDRESSES AND TELEPHONE NUMBERS. DO NOT USE POST OFFICE BOXES FOR ANY ADDRESS. INCLUSION OF E-MAIL ADDRESSES IS OPTIONAL, BUT RECOMMENDED. ATTACH ADDITIONAL SHEETS AS NEEDED.]**

Contracting Entity

Name: _____

Business Address [No./STREET] _____

[CITY/STATE/ZIP CODE] _____

Telephone Number (_____) _____

Email Address [OPTIONAL] _____

Residence Address [No./STREET] _____

[CITY/STATE/ZIP CODE] _____

Telephone Number (_____) _____

Email Address [OPTIONAL] _____

List all Owner(s) (IF NONE, STATE "NONE.")

Name: _____

Business Address [No./STREET] _____

[CITY/STATE/ZIP CODE] _____

Telephone Number (_____) _____

Email Address [OPTIONAL] _____

Residence Address [No./STREET] _____

[CITY/STATE/ZIP CODE] _____

Telephone Number (_____) _____

Email Address [OPTIONAL] _____

6. Optional Information

Contracting Entity and/or _____
[NAME OF OWNER OR NON-PROFIT OFFICER] is actively protesting, challenging or appealing
the accuracy and/or amount of taxes levied against
_____ [CONTRACTING ENTITY, OWNER OR NON-
PROFIT OFFICER] as follows:

Name of Debtor: _____
Tax Account Nos. _____
Case or File Nos. _____
Attorney/Agent Name _____
Attorney/Agent Phone No. (_____) _____
Tax Years _____

Status of Appeal [DESCRIBE]

Affiant certifies that he or she is duly authorized to submit the above information on behalf of the Contracting Entity, that Affiant is associated with the Contracting Entity in the capacity noted above and has personal knowledge of the accuracy of the information provided herein, and that the information provided herein is true and correct to the best of Affiant's knowledge and belief.

Affiant

SWORN TO AND SUBSCRIBED before me this _____ day of _____,
20_____.

(Seal)

Notary Public

NOTE:

This affidavit constitutes a **government record** as defined by Section 37.01 of the Texas Penal Code. Submission of a false government record is punishable as provided in Section 37.10 of the Texas Penal Code. Attach additional pages if needed to supply the required names and addresses.